



Temporary Parking Permit Application

The Temporary Parking Permit Program allows temporary parking for the following types of employees (please check the box that pertains to you):

New State Employee (permanent employee not yet issued an Employee ID Number)

New State Employee Start Date: _____

Non-State Employee (Consultant / Contractor)

Intern

Date _____

First Name _____ Middle Initial _____ Last Name _____

Agency _____ Agency Code _____ Building/Location _____

License Plate _____ Email Address _____ Phone _____

Supervisor _____

Applicant Signature:

Agency Parking Coordinator Signature:

Applications Accepted by Fax or Email:

Fax: (518) 474-0111

Email: Parking.Management@ogs.ny.gov

Or Hand Deliver to:

OGS Parking Management Office

Room 144, Main Concourse, Empire State Plaza, Albany NY

Please Review Guidelines Before Applying:

Temporary parking permits may be purchased at a fixed price for a peripheral lot based on availability.

Payment can be made using cash or check. All forms of payment can be made in person at Room 144, Concourse Level, ESP.

Refunds are not available if a new State employee obtains a permanent permit before their temporary permit expires.

New employees, who complete their online Employee Parking Profile and are offered a parking permit, shall be placed on an automatic payroll deduction payment plan to begin after their temporary permit expires. Vehicles displaying expired tags in

OGS parking facilities are subject to enforcement action including but not limited to citations, and towing.